**ACA48 – Progress And Planned Activity Report (PPA)**

**between a returning Postgraduate Student and Supervisor**

**Information:**

**For Returning Master’s And Doctoral Students**

* The purpose of this annual PPA is to report on progress made in the past year, and to update any agreements in the MoU that may require revision.
* The PPA must be completed for each subsequent year as a precondition for registration.
* Care should be taken in completing this PPA in full, as it is a contractual agreement.
* The MOU and PPA(s) will be used in any disputes that may arise during the period a student is registered for a postgraduate degree.

**Note:**

* This is a dynamic form where different fields will be displayed depending on your selected options.
* The comment text input fields are expandable and there is no limit on text input.
* Sections / fields requiring information for the student to complete have been indicated with .
* The student should electronically complete the required sections / fields and sign the form by entering text in the signatory fields before emailing it to the primary supervisor.
* The primary supervisor should electronically complete the required sections / fields, act as a liaison between any additional supervisors required, and sign the form by entering text in the signatory fields before emailing the form back to the student.

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| **A. Student and supervisor details** | | | | | | | | | | | |
| **A.1 Student details** | | | | | | | | | | | |
| Student number |  |  |  |  | |  |  | |  |  |  |
| First name(s) |  | | | | | | | | | | |
| Last name |  | | | | | | | | | | |
| Contact address |  | | | | | | | | | | |
| \*UCT email |  | | | | | | | | | | |
| Telephone number |  | | | | Mobile number | | |  | | | |
| Faculty |  | | | | | | | | | | |
| Department(s) |  | | | | | | | | | | |
| \***Note:** It is University policy that your official UCT email address is used for all academic correspondence. | | | | | | | | | | | |

**A.2 Degree** (Select the appropriate degree option)

PhD

Masters (by research)

Masters (with coursework & research)

**A.3 Jointly awarded degree**

Is this a jointly awarded or co-badged degree \*1

Yes

No

\*1 A jointly awarded research degree means that you will be registered at two Universities for the same degree in terms of a formal contract. A co-badged degree is awarded

by one institution which recognises the contributions of one or more partner institutions by co-badging. The following URL provide a reference for information on jointly awarded and co-badged degrees: [https://www.uct.ac.za/downloads/uct.ac.za/about/policies/Joint\_Degrees\_Policy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/Joint_Degrees_Policy.pdf)

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| **A.4 Thesis / Dissertation Title** |
| Year 1: Thesis / Dissertation title (as specified in the MOU) |
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| Year 2 +: Thesis / Dissertation title (if revised) |
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| **A.5 Word limit** (Tick to acknowledge) |
| I have checked my Faculty-specific requirements and understand that, for example, the word limit for a |

**A.6 Supervision**

Is your supervisor a UCT staff member?

Yes

No

Who else will be supervising in addition to your supervisor?

Supervisor

✔

First co-supervisor

Second co-supervisor

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| **A.7 Supervisor details** | | | |
| **Supervisor** | | | |
| Title |  |  | |
| First name(s) |  | Last name |  |
| Telephone no(s) |  | Mobile number |  |
| Email |  | | |
| Department |  | | |

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| **B. Evaluation Of Progress Over The Last Cycle** | | | |
| **B.1 Report by the student** | | | |
| Evaluation of progress should be made against the research plan agreed in the MoU (or PPA) in previous year. | | | |
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| **Comments from supervisor(s), if any** | | | |
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| **Response by student to supervisor comments** | | | |
|  | | | |
| Supervisor signature  Enter full name |  | Date |  |
| Student signature  Enter full name |  | Date |  |

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| **C. Supervisor's expectations and commitments** |
| **C.1 Supervisor's expectations** |
| The supervisor must set out what they expect of the student in terms of reaching certain milestones or goals during the research for the degree. |
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| A summary of any other expectations that the supervisor has from the student (For example: Teaching in department, attending departmental seminars etc). |
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| **C.2 Supervisor's commitments** |
| The supervisor must set out their plans for providing supervision, including the pattern and intended frequency of meetings, and their commitment to turnaround time for written responses to work submitted by students. |
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| **C.3 Supervision leave arrangements** |
| Summarise expected absence of supervisor(s) on research leave/sabbaticals. Explain what arrangements will be made for supervision during periods of absence, and how lines of communication will be maintained. |
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| **D. Expectations and plans of the student** |
| **D.1 Expectations from the supervisor(s) and the department** |
| The student must set out in detail the expectations from the supervisor(s) and the department (For example: Access to supervisor and facilities, etc) |
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| **Agreed plan and broad timetable** |
| The student and supervisor must set out their agreed plan and broad timetable for the research project.  \*1 Re-registration will be dependent on the student meeting the commitments stated below. |
| 1. Literature review completed by: 2. Data collection completed by (where applicable): 3. Data analyses completed by (where applicable): 4. Submission of dissertation/thesis completed by:   (Note: A student is required to get approval in the year of submission, from their Faculty or the DDB if they wish to include publications in their Master's dissertation or PhD thesis\*2) |
| \*1 Note that the minimum time of registration for a research Master's is one year, and for a PhD is two years.  \*2 Guidelines for the inclusion of publications in a dissertation / thesis (<http://www.students.uct.ac.za/students/current-students/doctoral-candidates/downloads)> |

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| **D.2 Comment by supervisor on this plan** |
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| **D.3 Logistics** |
| Outline arrangements to support the research plan (For example: Field work, laboratory work, access to computational resources and equipment, data collection and storage, performance, interviews etc). |
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| **D.4 Employment and teaching commitments at UCT by the student** |
| Employment and teaching commitments at UCT by the student, and what mentorship / support is given to enable students to undertake these activities. |
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| **D.5 Skills required, courses and classes** |
| List any lectures, workshop or course(s) that the student must attend, to enhance their research skills or knowledge. Clarify the responsibility for costs associated with these (if any). |
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| **D.6 Student's leave arrangement** |

**D.6 Student's leave arrangement**

The student and supervisor should state their agreement below on the timing and length of the student's leave entitlement.

**Student's presence on campus**

The student and supervisor must come to an agreement about the times the student is expected to be on campus.

How many days, on average, do you expect to be working on campus

Every day

**or**

Days per month

**E. Funding**

**E.1 Funding plans**

Specify funding secured by the student, or financial assistance to be provided, or organised, by the supervisor(s) to support this study (For example: Bursaries, teaching allowance etc.).

Has a bursary/scholarship been secured?

Yes

No

Are there funds available for the planned research components. (For example: Consumables, equipment, analyses and travel - See C3)

Yes

No

In Part

**Note: Most bursaries require repayment if the degree is not completed.** The student is responsible for understanding the conditions of the bursary, before accepting it.

**F. Authorship, Third Party Data and Intellectual Property Issues**

**F.1 Authorship**

UCT's guidelines are that all who contribute significantly to the conception, execution and writing-up of a paper should be listed as authors. Indicate the agreement on authorship of papers submitted for publication from this postgraduate research, including arrangements about the order of listing of all co-authors (if appropriate). The following URLs provide a reference for information on authorship practices policy: <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/authorship_practices_policy.docx> <http://www.ebe.uct.ac.za/usr/ebe/resourses/Authorship%20practices%20policy.pdf>

Are you aware of UCT's guidelines on authorship?

Supervisor

Yes

No

Student

Yes

No

Any additional points on authorship must be noted here by the supervisor.

**F.2 Use of third party data**

Graduate students often use data that belongs to the University, or a research group, or a funder. If relevant, any issues relating to permission to use third party data should be noted here.

To the best of your knowledge, are there issues relating to the use of third party data in this project?

Supervisor

Yes

No

Student

Yes

No

Any additional points on the use of third party data must be noted below.

**F.3 Research data management policy**

The requirement for storage of research data as specified by funders must be met - i.e. of both research and scholarship / bursaries. (See: <http://www.researchsupport.uct.ac.za/managing-research-data)>

The supervisor and candidate should confirm that they are aware of the requirement to complete and submit a Data Management Plan (DMP) (available on the Library website <http://www.digitalservices.lib.uct.ac.za/dls/rdm-planning)> prior to collecting, storing, describing or analysing data.

Confirm that this requirement has been complied with by indicating `Yes' below.

Are you aware of the research data management policy?

Supervisor

Yes

Student

Yes

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| **F.3 Research data management policy** |
| Any additional points on research data management must be noted below. |
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# F.4 UCT Intellectual Property (IP) policy

1. In terms of the **UCT IP Policy**, the University owns the IP arising from postgraduate research (unless ownership has been assigned to a third party), this includes inventions, discoveries and other developments of a technical nature whether or not these may be the subject of legal protection, as well as tangible research property arising from research activities such as prototypes, drawings, designs and diagrams, biological organisms and material, reagents, integrated circuit chips, software and data. Students and supervisors have the responsibility to familiarize themselves with the terms of UCT's IP Policy. ([https://www.uct.ac.za/downloads/uct.ac.za/about/policies/intellect\_property.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/intellect_property.pdf)))

Copyright in publications is automatically assigned by UCT to the author and in particular, a student owns the copyright in their thesis or dissertation.

1. In terms of the funding arrangement, has the IP been assigned to the funder (i.e. either because the full cost model has been applied to the project, or in terms of the research contract)

Yes No

1. In terms of the IP Rights from Publicly Financed Research and Development Act, the student and supervisor acknowledge that in all cases where the answer to (b) is "No" there is an **obligation to disclose** an invention to Research Contracts and Innovation (RC&I) within 90 days of the discovery, using an Invention Disclosure Form (download from [www.rci.uct.ac.za/ip/overview/).](http://www.rci.uct.ac.za/ip/overview/)) There is an obligation to maintain the invention confidential within UCT until the IP has been evaluated by RC&I to determine its ability to be protected. RC&I should be contacted well in advance of any planned public disclosure, such as presentation at an external meeting or conference, publication in a journal, submission of an abstract, publication on a website or blog and the submission of a thesis for examination.

Have you read and understood the UCT IP Policy?

Supervisor Yes

Student Yes

Any comments can be noted below.

**G. Ethics in Research and Biosafety**

# G.1 Ethics review

(a) Does your research require ethics approval?

**Note:**

Yes No

1. Approval is required prior to commencement of your data collection, and must be valid for the period of collection.
2. A thesis / dissertation submitted without ethics clearance, obtained beforehand, will not be examined.

# G.2 Permits to collect materials

(a) Does your research require permits to collect materials?

**Note:**

Yes No

1. Approval is required prior to commencement of your material collection, and must be valid for the period of collection.
2. A thesis / dissertation submitted without the required permit(s), obtained beforehand, will not be examined.

# G.3 Biosafety review

(a) Confirm that you have read your Faculty rules regarding the use of potentially hazardous biological agents and that you will comply with these regulations. http:// [www.researchsupport.uct.ac.za/](http://www.researchsupport.uct.ac.za/) biosafety

Yes No

Not Applicable

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| **H. Presentation of research findings and submission of the thesis / dissertation** | | |
| **H.1 UCT plagarism policy** | | |
| **UCT's treats plagiarism as a disciplinary offence. Confirm that the student and supervisor have discussed UCT's plagiarism policy and requirements.**  UCT plagarism policy and guides: <http://www.uct.ac.za/main/about/policies>  Turnitin for UCT postgraduate students: https://xerte.uct.ac.za/play.php?template\_id=46 | | |
| Yes, I |  | (insert student name) confirm |
| that I have read and understood my Faculty and the University's guidelines on what constitutes plagiarism. | | |

**H.2 Requirements for archiving theses and dissertations**

It is a requirement that in terms of the UCT Open Access Policy that after examination, an approval final version of the thesis or dissertation must be submitted to UCT’s Institutional Repository (OpenUCT). <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/OpenUCT_Policy.pdf>

I confirm that I have read and understood the requirements for archiving theses or dissertations.

Yes

In some cases, funders may restrict publication of a thesis or dissertation for a defined time period. Further guidelines and forms to apply for deferred publication of a Masters dissertation or Doctoral thesis can be found here. The student needs to complete the appropriate form for this at time of registration. <http://www.rci.uct.ac.za/rcips/ip/confidential_theses>

Are you (student or supervisor) likely to apply for deferred publication?

Yes

No

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| **H.3 NRF scholarship / bursary holders** |

**H.3 NRF scholarship / bursary holders**

The library shall provide the Electronic Thesis & Dissertation (ETD) handle/link to students who are recipients of NRF scholarships, who should then submit the handle/link and other information to the NRF at the following address: [http://www.nrf.ac.za/nrf\_funded\_thesis\_dissertation\_requirements.](http://www.nrf.ac.za/nrf_funded_thesis_dissertation_requirements)

This must be within a month after your graduation ceremony. Failure to comply with this requirement, could result in the scholarship/ bursary- holder being liable to refund all support provided by the NRF for the degree under which the funding was awarded.

Study funded by NRF

Yes

No

Any comments can be noted below.

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| **I. Social media** | | |
| **I.1 Social media** | | |
| UCT welcomes and encourages free speech and open discussion on social media sites, including but not limited to Facebook, Twitter, LinkedIn, YouTube pages, online story-sharing forums and blogs.  By signing this document, I agree that:  Information posted on any of the social media platforms shall not include:   * abusive, harassing or defamatory comments about any student or member of staff; * incitement of violence, foul or threatening language or "hate speech"; or * material that may infringe on any patent, copyright or Intellectual Property (IP). | | |
| I |  | (insert student name) confirm that I have read and understood the guidelines on social media. |

**J. Dispute resolution procedures and communication channel**

**J.1 Conflict resolution procedures**

The supervisor(s) and student acknowledge by checking the box below, that they have read the University’s Conflict Resolution Process in the event of disputes arising from agreements reached in this PPA form or a breakdown in the student-supervisor relationship

Supervisor

Yes

Student

Yes

Any comments can be noted below.

**J.2 Communication channel**

Are you aware of the channel to be followed if there is a supervisor / student communication break down?

Yes

No

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| --- | --- | --- | --- |
| **K. Approval by all parties including the HOD/ Dean / Dean's nominee** | | | |
| **K.1 Approval by supervisor(s) and student** | | | |
| I have read and agree with this MOU. | | | |
|  | | | |
| **Approval by supervisor** |  | Yes | No |
| Comment |  | | |
| Signature  Enter full name |  | Date |  |
|  | | | |
| **Approval by student** |  | Yes | No |
| Comment |  | | |
| Signature  Enter full name |  | Date |  |
|  | | | |
| **Approval by HOD or HOD’s nominee** | | Yes | No |
| Comment |  | | |
| Signature  Enter full name |  | Date |  |
|  | | | |
| **Approval by Dean or Dean’s nominee** | | Yes | No |
| Comment |  | | |
| Signature  Enter full name |  | Date |  |

# Instructions to Student for Approval of PPA

**Faculty of Science**

1. Postgraduate Students in the Faculty of Science should **save the PPA** form after their supervisor has entered their name, **using their Student Number and Surname as the file name**, for example **MDGANN004\_Midgley**.
2. The student should submit this completed form, together with any required supporting documents (Research proposal / Ethics approval) by logging on to PeopleSoft and creating a Service Request under Research Activities in Self Service.
3. You will be invited to register on-line in PeopleSoft, once the PPA has been approved by your HOD and Dean.

# Other Faculties

Postgraduate Students in other Faculties, should print out a hard copy of this completed PPA, and give it to their supervisors to sign, and then to their HODs to approve.

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| **Useful resources**  UCT Research Support Hub <http://www.researchsupport.uct.ac.za/>  Intellectual Property Guidelines and Disclosure forms <http://www.rci.uct.ac.za/rcips/ip/overview>  Intellectual Property for postgraduate students <http://www.rci.uct.ac.za/rcips/ip/postgradsip>  Research Data Support and Guidelines <http://www.researchsupport.uct.ac.za/information-and-data>  Further guidelines relating to the deferred publication of a dissertation/thesis on OpenUCT: <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/OpenUCT_Guidelines_ETD%20Publication_2016.pdf>  Guidelines for doctoral students <http://www.students.uct.ac.za/students/current-students/doctoral-candidates>  Postgraduate degree funding  <http://www.students.uct.ac.za/students/fees-funding/postgraduate-degree-funding/applications-requirements> |